

Assignment / Terms of Reference

National Expert in GIS Capacity Building

Position description	
Function	National Expert in GIS Capacity Building
Name	
Activity name	Output 1.1: Subnational governments are capable of designing spatial / urban plans that take the uncertainties caused by displacement into account Ref activity plan SO1: Project DU1/1.4.2 Budget line: 5.5.2
Project background	<p>MASAR for Local Governments is a programme funded by the EU MADAD trust fund and implemented in Lebanon and Iraq. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee and IDP populations to deal with displacement.</p> <p>MASAR has three objectives:</p> <ul style="list-style-type: none"> - To improve the capacities of subnational governments to engage in holistic, area-based planning and consider different scenarios that respond to the needs of host, refugee and IDP populations. - To improve service delivery to generate greater social stability outcomes based on the needs of host, refugee and IDP populations. - To empower subnational governments and service providers to facilitate local economic development and to have better access to municipal investment that benefit the extension of safe public services and create economic opportunities for host, refugee and IDP populations. <p>In Akkar, Lebanon, MASAR supports three Unions of Municipalities: Dreib el Gharby, Dreib el Awsat, and Akkar El Chemali.</p> <p><i>Background specific to the assignment</i></p> <p>In December 2020, a study exploring requirements and feasible scope of GIS implementation in the Dreib Unions of Municipalities (<i>GIS Study</i>) was finalized under MASAR laying the ground for the operationalization of GIS management units, building their technical and human capacities and completing their databases. The scope of this assignment has been defined based on the study, which will be a part of background materials for the Local Expert in GIS Capacity Building.</p> <p>GIS implementation is part of MASAR activities, alongside activities related to strategic planning, road safety, wastewater management and local economic development. As a part of his/her assignment, the Expert will be available to experts conducting complementary activities for consultancy aiming at a better understanding of context and alignment of interventions.</p>

<p>Specific background materials</p>	<ul style="list-style-type: none"> - MASAR information package provided by PCPM, including MASAR inception report, 5C toolkit; - GIS Studies prepared as a part of MASAR.
<p>Aim of this assignment</p>	<p>The aim of the assignment is to provide training on GIS software and guidance in its implementation to the three Dreib Unions of Municipalities. The assignment follows a GIS study conducted in the area and should aim at strengthening complementarity of MASAR activities.</p> <p>In regard to training, the Expert should aim at equipping the trainees with basic knowledge and skills related to functions and uses of the GIS software relevant to municipal mandate. Following recommendations of the GIS Study, the training should integrate practical exercises, including field exercises.</p> <p>In regard to guidance on GIS implementation, the Expert should aim at ensuring that GIS management units are fully functional and that the GIS hardware and software installed as part of MASAR are used by the GIS management units with skill, on a regular basis and in strict relation to the municipal mandates.</p>
<p>Key Responsibilities</p>	<p>The Expert will:</p> <ol style="list-style-type: none"> 1) Review the recommendations of <i>GIS Study</i> regarding capacity building (training and GIS management units organizations) and consult the modality of their implementation with the Unions of Municipalities. 2) Elaborate the training programme based on recommendations of the <i>GIS Study</i> and consultations with the Unions. The training suggested by the <i>GIS Study</i> covers: <ul style="list-style-type: none"> - functions and uses of GIS software in the municipal context; - GIS supported data types including vector, raster and tabular data; - basic GIS operations, including digitizing, georeferencing, and data projection; - GIS key tools for spatial analysis and geoprocessing; - preparation, layout development and high-quality map creation; - on-site field data collection and end-result processing; - data integration into a database management system; - data update and maintenance; - data backup and proper storage. 3) Work out an alternative, remote modality of meetings with trainees and Union representatives, ensuring that all activities can be fully implemented in case of a lockdown or road blockages; 4) Provide beginner GIS training suited to the municipal context, integrating practical exercises in the training programme. 5) Assess the progress of trainees during the training and after its completion; 6) Specify the scope of further capacity building or refreshment courses; 7) Provide guidance to the Dreib Unions of Municipalities in GIS implementation, including: <ul style="list-style-type: none"> - revision of minimal requirements of GIS operations proposed by <i>GIS Study</i> and consultancy on GIS Units position within the local governance structure; - consultancy on staffing as well as division of tasks and responsibilities at the GIS management units;

	<ul style="list-style-type: none"> - support in hardware and software setup; - data collection exercises on the spot; - elaboration of a road map for data collection; - developing or adapting an already available GIS manual to the needs of GIS management units; - support to the GIS management units in establishing a routine related to GIS use through elaboration of a work plan; - support to the GIS management units' further development through a revision of the work plan provided by the GIS Study against the main lessons learned during the capacity building activities and recommendations; - elaboration of a sustainability plan for the GIS management units; - availability to the municipal workers for consultancy related to GIS uses throughout the assignment period. <p>8) Report the consultancy.</p>
<p>Main activities</p>	<p>To provide the expected outputs, the Expert will carry out the following activities.</p> <ol style="list-style-type: none"> 1) Review of the GIS study: <ul style="list-style-type: none"> - Review the recommendations of <i>GIS Study</i> regarding capacity building as well as operationalization of the GIS management units. - Consult the scope of training as well as the structural setup of the units with Unions of Municipalities; 2) Training and training resources <ul style="list-style-type: none"> - Adapt the capacity building recommendations proposed by the <i>GIS Study</i> to the needs and recommendations of the GIS management units based on the consultations; - Provide 30 hours (in total) of training to participants, and 10 hours (in total) for Q&A after each session; - Provide GIS resources for the GIS management units, which can support their operation after the training is completed. 3) Road map for field data collection: <ul style="list-style-type: none"> - develop a road map for field data collection in cooperation with the GIS management units; - conduct field exercises in data collection; 4) Individual consultancy and sustainability plan for each GIS management unit: <ul style="list-style-type: none"> - Provide consultancy to the Unions of Municipalities regarding the operation and maintenance costs of the GIS management unit focusing on: <ul style="list-style-type: none"> o Budgeting o Staffing and volunteers' involvement, including recommendations on remuneration; o Optimal choice related to software considering the available budget (freeware vs. commercial GIS) o IT-related O&M costs and practices (hardware, software, electricity and internet connection); o Data updates-related O&M practices and costs; o Any other relevant O&M practices and costs. - Elaborate a sustainability plan for each of the GIS units, based on the consultancy.

	<p>5) Individual consultancy and work plan for each GIS management unit;</p> <ul style="list-style-type: none"> - assist Unions' staff in setting up computers and GIS software; - work with each unit on identification of tasks which should constitute the routine of the unit and on establishing division of work and responsibilities; - work out a policy of data governance for each GIS management unit; - record results of the common work in the form of a work plan; - be available to the Unions of Municipalities for additional consultancy; <p>6) Recommendations on GIS management units' further development</p> <ul style="list-style-type: none"> - conduct a workshop on GIS and how it's used as a decision making tool; - assess the progress of implementation and propose revisions to the recommendations of the work plan proposed in the GIS Study if needed; <p>7) Report on the consultancy elaborated according to <i>Reporting requirements</i>.</p> <p><i>For activities 1-5, which require meetings with trainees or Unions' representatives, the Expert will work out two modalities of cooperation:</i></p> <ul style="list-style-type: none"> - <i>Based on face-to-face meetings suitable for conditions of regular mobility;</i> - <i>Based on remote (online) meetings suitable for conditions of restricted mobility, e.g. resulting from a lockdown or road blockages.</i> <p><i>Both modalities should be accepted by Unions of Municipalities and PCPM, and should allow for performing all activities and delivering all outputs specified in this Terms of Reference.</i></p>
<p>Outputs / Deliverables</p>	<p>1) Review of <i>GIS Study</i>;</p> <p>2) Training and training resources;</p> <p>3) Road map for field data collection;</p> <p>4) Individual consultancy and sustainability plan for each GIS management unit;</p> <p>5) Individual consultancy and work plan for each GIS management unit;</p> <p>6) Recommendations on GIS management units' further development;</p> <p>7) Report on the consultancy elaborated according to <i>Reporting requirements</i>.</p> <p><i>Training, training resources and consultancy mentioned in 4 and 5 should be provided in Arabic.</i></p>
<p>Reporting requirements</p>	<ul style="list-style-type: none"> - Report on the GIS trainings covering programme, trainees' progress assessment (PCPM template), attendance lists (PCPM template), recommendations for further capacity building (in English and Arabic); - GIS backup resources for the GIS management units (in Arabic); - GIS data collection road map, specifying data application, data collectors profiles, data preparation, on-site data collection, on-site data validation, exporting data from mobile GIS to GIS software (in English and Arabic); - Report on individual consultancies at Unions of Municipalities with recommendations, including: <ul style="list-style-type: none"> o Methods and approach, training scope and programme, as well as number, course and main findings from individual consultancies (in English); o sustainability plan for each GIS management unit (in English and Arabic); o work plan for each GIS management unit, including a proposal of data governance (in English and Arabic); o recommendations for further development of the units (in English and Arabic).

Coordination	<p>Throughout his/her assignment, the Expert will cooperate with:</p> <ul style="list-style-type: none"> - Dreib Unions' representatives, staff and local leaders; - Strategic Planning Expert working on a parallel consultancy for the Dreib Unions; - PCPM's Front Officer, Project Manager, Thematic Coordinator, and Focal Point Officer, who will introduce the Expert to the MASAR project as well as support him/her in coordination tasks. <p>Coordination between the Expert and the local governments' representatives, and experts working on complementary interventions shall be arranged by PCPM.</p>
Covid-19/security precautions	<p>The Expert will realize all the activities following safety instructions regarding security and prevention of Covid-19 spread. The instructions will be provided by PCPM. In case of a lockdown or road blockages hampering the possibility of face-to-face meetings, the Expert will be prepared with a feasible plan of an online training.</p>
Minimum qualifications	<ol style="list-style-type: none"> 1) Education and professional experience: <ul style="list-style-type: none"> - Master's degree in GIS, geomatics, urban planning or a related field; - Minimum 8 years of experience in GIS planning and development, including 5 years of experience in GIS planning in the municipal context; - Minimum 2 years of experience as a trainer; - Extensive knowledge of Lebanese municipal context and mandate; - Minimum 2 similar consultancies in the last 3 years; - Proficient in English and Arabic. 2) Competencies: <ul style="list-style-type: none"> - Reliability: fulfilling obligations in a highly responsible manner; - Self-control and maintaining composure; - Attention to detail, proper information management; - Tolerance and adaptability.

Terms and Conditions

Period of the assignment	<p>34 person-days over the period of 12 weeks from the signing of the contract, which includes:</p> <ul style="list-style-type: none"> - up to 3 days for the review of the <i>GIS Study</i> - 30 hours of training per 25-30 participants; - 2 days of individual consultancy per each of the three Unions of Municipalities.
Location of the Assignment	<p>Akkar, Dreib Area (3 Unions of Municipalities – UoMs).</p>
Relevant contact details	<ul style="list-style-type: none"> - Front Officer, Dominika Michalak: dmichalak@pcpm.org.pl - Project Manager, Joanna Byszewska-Zapletal: jbyszewska@pcpm.org.pl